

Subject
25-1270

RESTRICTED

9 February 1952

OGC Has Reviewed

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Time and Attendance Certification
by Fee Basis Consultants

1. Under [] consultants now certify on their vouchers that they receive no compensation from other Government agencies for the days on which they are paid consultant fees. This is appropriate in all but those few cases where an intermittent consultant on a fee basis is entitled to draw retirement pay from one of the Services as well as his consultant's fee. In those cases the certification should read as follows:

"I certify that for the days covered by this report, during which I performed services as an intermittent consultant on a fee basis with the Central Intelligence Agency, I have not received nor will I claim compensation from any other Government agency with the exception of retirement pay from the United States Navy." (Army or Air Force can be substituted for Navy as appropriate.)

2. This certification was suggested by the Chief of the Fiscal Division and has been concurred in by the GAO representative. It would seem appropriate to amend Regulation [] accordingly.

LAWRENCE R. HOUSTON
General Counsel

OGC/LRH:mls

Distribution:

Orig - DD/A

cc - Exec Ass't to Director 25X1A

cc - ONE, Attn: []

cc - []

cc - Personnel Director (Att: Mr. Maloon)

cc - Personnel Division []

25X1A

RESTRICTED

25X1A

| UNCLASSIFIED | | RESTRICTED | | CONFIDENTIAL | | SECRET | |
|--|---|------------|--|--------------|--|-----------------|-------------|
| (SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM) | | | | | | | |
| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP | | | | | | | |
| TO | | | | | | INITIALS | DATE |
| 1 | Executive Assistant to the Director | | | | | | |
| 2 | Attn: | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| FROM | | | | | | INITIALS | DATE |
| 1 | General Counsel | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div> | | | | | | | |
| REMARKS: In the future it would be appropriate to use this new certification for reports. | | | | | | | |
| LAWRENCE R. HOUSTON | | | | | | | |
| SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED | | | | | | | |

FORM NO. 30-4
SEP 1947

25X1A

25X1A

| | | | |
|---|--|-----------------|-------------|
| UNCLASSIFIED RESTRICTED C IDENTIAL SECRET <small>(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</small> | | | |
| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP | | | |
| TO | 25X1A | INITIALS | DATE |
| 1 | ONE - Attn: | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| FROM | | INITIALS | DATE |
| 1 | General Counsel | | |
| 2 | | | |
| 3 | | | |

| | | |
|--------------------------------------|---|------------------------------------|
| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> INFORMATION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> ACTION | <input type="checkbox"/> DIRECT REPLY | <input type="checkbox"/> RETURN |
| <input type="checkbox"/> COMMENT | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION | <input type="checkbox"/> FILE |

REMARKS: In the future it would be appropriate
to use this certification for

LAWRENCE R. HOUSTON

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| UNCLASSIFIED RESTRICTED C IDENTIAL SECRET <small>(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</small> | | | |
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| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP | | | |
| TO | | INITIALS | DATE |
| 1 | | | |
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| 3 | | | |
| 4 | | | |
| 5 | | | |
| FROM | | INITIALS | DATE |
| 1 | General Counsel | | |
| 2 | | | |
| 3 | | | |

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| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> INFORMATION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> ACTION | <input type="checkbox"/> DIRECT REPLY | <input type="checkbox"/> RETURN |
| <input type="checkbox"/> COMMENT | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION | <input type="checkbox"/> FILE |

REMARKS:

Would you bring this to the attention
of the person who prepares your time and
attendance reports until you are transferred
to a staff position.

LAWRENCE R. HOUSTON

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| UNCLASSIFIED RESTRICTED C IDENTIAL SECRET <small>(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</small> | | | |
| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP | | | |
| TO | | INITIALS | DATE |
| 1 | Personnel Director | | |
| 2 | Att: Mr. Maloon | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| FROM | | INITIALS | DATE |
| 1 | General Counsel | | |
| 2 | | | |
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| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> INFORMATION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> ACTION | <input type="checkbox"/> DIRECT REPLY | <input type="checkbox"/> RETURN |
| <input type="checkbox"/> COMMENT | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION | <input type="checkbox"/> FILE |

REMARKS: **have been informed.**

LAWRENCE R. HOUSTON

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| UNCLASSIFIED RESTRICTED C IDENTIAL SECRET <small>(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</small> | | | |
|---|---|----------|------|
| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP | | | |
| TO | | INITIALS | DATE |
| 1 | Personnel Division | | |
| 2 | Att: | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| FROM | | INITIALS | DATE |
| 1 | General Counsel | | |
| 2 | | | |
| 3 | | | |
| <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div> <p>REMARKS:</p> <p>25X1A has been informed on this point.</p> <p style="text-align: right; margin-top: 20px;">LAWRENCE R. HOUSTON</p> | | | |
| SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED | | | |

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|--|--------------------------|-----------------|-------------|--------------|--|--------|--|
| (SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM) | | | | | | | |
| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP | | | | | | | |
| TO | | INITIALS | DATE | | | | |
| 1 | DD/Administration | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| FROM | | INITIALS | DATE | | | | |
| 1 | General Counsel | | | | | | |
| 2 | | | | | | | |
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| <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div> | | | | | | | |
| REMARKS: At present this applies so far as we know only to [redacted] and temporarily to [redacted] their offices are being notified. | | | | | | | |
| LAWRENCE R. HOUSTON | | | | | | | |
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FORM NO. 30-4
SEP 1947

25X1A

25X1A

25X1A

| OFFICE MESSA | | | |
|--|-----------|---|-------|
| (DATE) | | | |
| TO: | | | |
| NAME (PERSON CALLING) | | IN PERSON | |
| | | TELEPHONE | |
| A. OF ONE | | P. M. | |
| TELEPHONE | | RETURNED YOUR CALL | |
| NO. | EXTENSION | WILL CALL AGAIN | |
| | 552 | PLEASE CALL | |
| REMARKS: | | | |
| <p>Does this certification apply to who is drawing retirement pay as a retired Foreign Service Officer of the Department of State?</p> <p><i>adjust for State. Yes. LPH</i></p> | | | |
| FORM NO. 36-9 SEP 1946 | | RECEIVED BY | 25X1A |

25X1A